



**JOINT READINESS TRAINING CENTER AND FORT POLK
CPAC, NON-APPROPRIATED FUND (NAF)
FORT POLK, LOUISIANA 71459-5341**

*“ARMY CIVILIAN PERSONNEL PROFESSIONALS –
HELPING LEADERS MEET THE MISSION”*

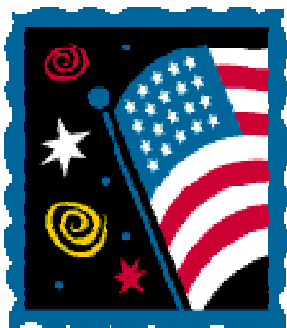


MORALE * WELFARE * RECREATION

NAF NEWS BULLETIN
NUMBER 7

JULY 2006

**HAPPY
FOURTH
OF
JULY!**



**THE NAF STAFF WOULD LIKE TO WISH
ALL OF OUR NAF EMPLOYEES
A HAPPY 4TH OF JULY!**

**JULY
MANDATORY
TRAINING**

Mandatory Training for FY 06 should be attended during the employee's birth month. Employees and their supervisors have the opportunity to choose between two dates to complete the training. Please contact Tami Culbreath, Civilian Personnel Advisory Center (CPAC) Training and Career Program Coordinator at 531-1856 to reserve your spot! Effective October 2006, everyone, including all NAF employees, is required to attend this training. Mark your calendar and plan to attend.

The July 2006 training dates are:

11 July 2006

26 July 2006

The location of the training for the above is the Library/Education Center, Room 221.

The schedule of training is as follows:

0800 - 0900 ALCOHOL AND DRUG ABUSE TRAINING

0900 - 0915 BREAK

0915 - 0945 SECURITY

0945 - 1020 SAEDA

1020 - 1035 BREAK

1035 - 1115 DA ETHICS

1115 - 1215 LUNCH

1215 - 1345 EEO/POSH

1345 - 1400 BREAK

1400 - 1450 ENVIRONMENTAL

1450 - 1500 BREAK

1500 - 1630 AT LEVEL 1 AWARENESS TRAINING

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<https://mypay.dfas.mil>

If an employee does not have a valid PIN to access myPay.dfas.mil, a new PIN may be requested at the above website. Select NEW PIN under NEED A NEW PIN option on the myPay homepage. The process will issue a new random temporary PIN number that will be mailed to the employee's house via postal mail. After they receive their PIN number in the mail, they can then log on to the myPay website, create their personalized PIN number and print out copies of their Leave & Earnings Statements (LES) as well as their W-2's come tax season.



WELCOME NAF NEW HIRES!

JUNE

Seung Trimble, Administrative Assistant (CYS), Youth Services

Yessica Deaton, Hotel Desk Clerk, Lodging
Matthew Nelson, Maintenance Mechanic Helper, Services

Wade Terrell, Maintenance Mechanic Helper, Services

Joseph Slaughter, Security Guard, Sports America

Christine Cox, Security Guard, Sports America

Angela Langston, Recreation Aide (Lifeguard), Pools

Hailey Crockett, Recreation Aide (Lifeguard), Pools

Ethan Alexander, Recreation Aide (Lifeguard), Pools

Aqueda Chanlatte, Child & Youth Program Assistant, CDC

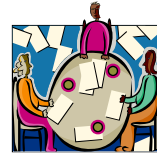
Vetra Simon, Child & Youth Program Assistant, CDC

Kayla Denton, Custodial Worker, Lodging

Tamika Hebert, Custodial Worker, Lodging

Shayne Boutte, Custodial Worker, Lodging

Mindy Chapman, Clerk (OA), Ft. Polk Vet Clinic



**Interactive
Customer
Evaluation**

IF YOU HAVE BEEN SATISFIED WITH THE SERVICE PROVIDED TO YOU AT THE NAF HR OFFICE, PLEASE LET US KNOW! GO TO THE WEBSITE BELOW, CLICK ON PERSONNEL SERVICES, THEN CPAC – NONAPPROPRIATED FUND (NAF).

http://ice.disa.mil/index.cfm?fa=site&site_id=257&service_category_id=33

YOUR OFFICIAL PERSONNEL FOLDER (OPF)

Has your address or phone number changed? Does your OPF reflect the correct name and phone number that should be notified in case of an emergency? Are your beneficiaries current? Have you furnished a copy of your transcript or college courses to the NAF HR Office? Remember, the NAF HR Office is always ready and willing to help you have an OPF that reflects current and accurate information.



NAF E-RPA

LOUISIANA MINOR LABOR LAW

TITLE 23, CHAPTER 3 OF REVISED STATUTES, OF 1950 AS AMENDED

No minor under the age of 18 years shall be employed until the employer has procured and has on file an employment certificate for such minor issued by the city or parish superintendent of schools.

No minor under the age of 14 years may be employed, permitted or suffered to work except as provided in RS 23:151.

No minor under the age of 16 years shall be employed more than 8 hours in any one day, nor more than six consecutive days in any one week, nor more than 40 hours in any one week.

No minor under the age of 18 years shall be employed, permitted, or suffered to work for any five hour period without one interval of at least thirty minutes within such period for meals. Such interval shall not be included as part of the working hours of the day.

There are no time standards for minors 16 and 17 years of age regarding the numbers of hours worked per day or per week, however minors shall receive an eight hour rest break at the end of each work day, before the commencement of the next day of work.

For purposes of the following items, a day during which school is in session will be that designated as such by the local school superintendent for the school district in which the minor resides.

- (1) No minor 16 years of age who has not graduated from high school shall be employed, or permitted, or suffered to work between the hours of 11:00 p.m. and 5:00 a.m. prior to the start of any school day.
- (2) No minor 17 years of age who has not graduated from high school shall be employed, or permitted, or suffered to work between the hours of 12:00 a.m. and 5:00 a.m. prior to the start of any school day.
- (3) No minor under 16 years of age who has not graduated from high school shall be employed, or permitted, or suffered to work between the hours of 7:00 p.m. and 7:00 a.m. prior to the start of any school day, or between the hours of 9:00 p.m. and 7:00 a.m. on any day.
- (4) No minor under the age of 16 years shall be employed, permitted, or suffered to work more than three hours each day on any day when school is in session, nor more than eighteen hours in any week when school is in session.

PROHIBITED EMPLOYMENT

Minors (except those indentured as apprentices in accordance with Chapter 4 of Revised Statutes, Title 23) shall not be employed, permitted or suffered to work in the following occupations:

- (1) In oiling, cleaning, or wiping machinery or shafting, or in applying belts to pulleys;
- (2) In or about any mine or quarry;
- (3) In or about places where stone cutting or polishing is done;
- (4) In or about any plant manufacturing explosives or articles containing explosive components, or in the use or transportation of the same;
- (5) In or about iron or steel manufacturing plants, ore reduction works, smelters, foundries, forging shops, hot rolling mills, or in any other place in which the heat treatment of metals is done;
- (6) In the operation of machinery used in the cold rolling of heavy metals, or in the operation of power-driven machinery for punching, shearing, stamping, bending, or planing metals;
- (7) In or about sawmills or cooperage stock mills;
- (8) In the operation of power-driven woodworking machines, or off-bearing from circular saws;
- (9) In logging operations;
- (10) As a driver of any motor vehicle on a public road if they are sixteen years of age or younger. Minors seventeen years of age or older may be employed, permitted, or suffered to work as a driver of a motor vehicle only under certain restrictions.
(For an explanation of these restrictions contact the Louisiana Department of Labor at (225) 342-7824.)
- (11) In the operation of passenger or freight elevators or hoisting machines;
- (12) In spray painting or in occupations involving exposure to lead or its compounds, or to dangerous or poisonous dyes and chemicals;
- (13) In any place or establishment in which the sale of alcoholic beverages, as defined in R.S. 26:241, constitutes its main business, unless the minor is a musician performing in a band on the premises under contract with the holder of the alcoholic beverage permit for a specified time period and is under direct supervision of his parent or legal guardian during such time. Any place or establishment holding a duly issued retail dealer's alcoholic beverage permit or license, for which the sale of alcoholic beverages does not constitute the main business of the establishment may employ anyone under the age of eighteen provided the minors employment does not involve the sale, mixing, dispensing, or serving of alcoholic beverages for consumption on the premises.
- (14) In any other place of employment or in any other occupation that the Assistant Secretary of the Office of Labor shall, after a public hearing thereon determine hazardous or injurious to the life, health, safety or welfare of such minors.

SPECIFIC VIOLATIONS: PENALTY

Any Person Who:

- (1) Employs, permits, or suffers a minor to work in violation of the provision of this part; or
- (2) Refuses to the Assistant Secretary of the Office of Regulatory Services or his authorized representatives admission to the premises where minors are employed, or otherwise obstructs the Assistant Secretary of the Office of Regulatory Services or his representatives in the performance of their duties; or
- (3) Hides or causes any minor to escape or gives him warning of the approach of any officer charged with the enforcement of the provisions of this Part; or
- (4) Violates any other provisions of this Part for which a penalty is not otherwise provided, shall be fined not less than one hundred dollars (\$100) nor more than five hundred dollars (\$500), or imprisoned for not less than thirty days nor more than six months, or both.
- (5) Any person who violates these provisions shall, in addition to the criminal penalty provided above, be liable for a civil penalty not to exceed five hundred dollars (\$500) for each violation which occurs.

CONTINUING VIOLATIONS: PENALTY

Each day during which any violation of these provisions continues shall constitute a separate offense and the employment of any minor in violation of these provisions shall, with respect to such minor, constitute a separate offense.



LOUISIANA WORKS™
DEPARTMENT OF LABOR

www.LAWORKS.net

Last year, 16 NAF Human Resources Offices located around the world participated in a pilot to test the processing of electronic requests for personnel actions (E-RPA) through DCPDS. The outcome was favorable and the pilot installations provided valuable feedback and lessons learned about the experience in an effort to make Army NAF's transition from the hardcopy request for personnel actions (DA-4017) to the electronic one a smooth one.

Why E-RPA?

- Reduces RPA processing time (From RPA to NPA)
- Reduces position fill time
- Provides more efficient user tracking capability
- Establishes permanent history
- Paperless processing (cost savings)

Now we are gearing up for Army-wide implementation of the NAF E-RPA to begin October 1, 2006!

That being said, our NAF HRO will soon begin the process of requesting a list from your activities of those persons requiring DCPDS access (SANAR forms) and will provide one-on-one hands-on training to those individuals. Please join us in this exciting new way of processing personnel actions! Remember, October 1, 2006 will start the flow of E-RPAs in DCPDS.

We look forward to working with you in implementing this new process!

ARTICLES FOR BULLETIN

If you have any suggestions on topics or issues that you would like addressed in future bulletins, please submit them to one of the following:

1. bill.chance@us.army.mil

2. Call 531-4955/4906

Suggestions will be reviewed and addressed if at all possible.

//Original Signed//

BILL CHANCE

NAF Human Resources Officer

Civilian Personnel Advisory Center